

Andy Beshear
Governor

Jacqueline Coleman
Lieutenant Governor



Ray A. Perry
Secretary

D.J. Wasson
Deputy Secretary

PUBLIC PROTECTION CABINET
Kentucky Division of Real Property Boards
Kentucky Board of Home Inspectors
500 Mero Street, 2NE09
Frankfort, KY 40601
Phone: (502) 782-0563

April 22, 2025
10:30 A.M.

Kentucky Board of Home Inspectors
Board Meeting Minutes

A meeting of the Board of Home Inspectors Board meeting was held on April 22, 2025, at the Mayo-Underwood Building, 500 Mero Street, Frankfort, KY 40601, Mayo-Underwood Hearing Room 133 CE, and by videoconference via MS Teams.

Members Present

James Chandler
Mark Hiten
Joshua Crepps
Ralph Halcomb

Staff Present

Tracy Carroll, Director
Gerald Florence, Deputy Executive Director
Patrick Riley, General Counsel
Rene Rogers, Staff Attorney III
Seth Branson, Procedures Development Specialist I
Leah Redden, Board Administrator

Call to Order

Chairperson Hiten called the meeting of the Kentucky Board of Home Inspectors to order at 10:30 a.m. EST.



Approval of Minutes

Member Chandler moved to approve the March 25, 2025 meeting minutes as presented. Member Halcomb seconded the motion. Having all in favor, the motion carried.

Licensure Report

Leah Redden reported that the board currently has 482 active licensees and 24 inactive licensees.

Division of Real Property Boards Update

Director Tracy Carroll thanked all board members for attending the board training last month. Director Carroll also handed out a pin with the Kentucky and United States Flags as a token of gratitude for attendance.

Financial Report

Gerald Florence informed the board the financial report was provided in the board packet for review.

Legal Update

General Counsel Patrick Riley thanked everyone for their attendance and briefly provided an update on the in-person retreat scheduled for May 2025.

Application Committee Report

Member Chandler made the following motion to the Board approval of the initial applications of M.T., R.G., B.H., K.I., S.A., W.B., C.D. and H.S. and the renewal applications of J.B.S and J.A.L.S. Member Crepps seconded the motion. Having all in favor, the motion carried.

Education Committee Report

Member Halcomb made the following motion to the Board for approval of two courses with McKissock. Member Chandler seconded the motion. Having all in favor, the motion carried.

Member Halcomb made a motion to approve Advanced Professional Learning Institute as a provider. Member Crepps seconded the motion. Having all in favor, the motion carried.

Member Halcomb made a motion to defer the course approval for Advanced Professional Learning Institute until such time as all corrections are made and as stated by General Counsel in a final letter for Advanced Professional Learning Institute. Member Crepps seconded the motion. Member Chandler abstained from the motion. Having all remaining in favor, the motion carried.

Complaint Committee Report

General Counsel Patrick Riley provided a form of motion that in the matter of 24-KBHI-007 counsel may enter into a settlement agreement with Respondent's counsel that there will be a ninety (90) day suspension (including time served) and that there will be one year of counseling

with quarterly updates for the Kentucky Board of Home Inspectors. Member Chandler moved this motion. Member Hiten seconded the motion. Having all in favor, the motion carried.

Closed Session

No closed session.

New Business

Member Chandler made a motion to approve the new meeting dates. Member Crepps seconded the motion. Having all in favor, the motion carried.

Member Chandler made a motion for the Board to buy vests with the appropriate government logos for all the Board members. Member Halcomb seconded the motion. Having all in favor, the motion carried.

Approval Per Diem

1. Member Chandler made a motion to approve the per diem and travel expenses for the April 22, 2025 ARC Meeting. Member Hiten seconded the motion. Having all in favor, the motion carried.
2. Member Halcomb made a motion to approve the per diem and travel expenses for the April 22, 2025 CRC Meeting. Member Chandler seconded the motion. Having all in favor, the motion carried.
3. Member Hiten made a motion to approve the per diem and travel expenses for the April 22, 2025 ERC Meeting. Member Chandler seconded the motion. Having all in favor, the motion carried.
4. Member Chandler made a motion to approve the per diem and travel expenses for the April 22, 2025 KBHI Main Meeting. Member Crepps seconded the motion. Having all in favor, the motion carried.

Meeting Adjournment

Member Chandler moved to adjourn the meeting at 10:51 a.m. EST. Member Crepps seconded the motion. Having all in favor, the meeting adjourned.

Next KBHI meeting will be held **DATE and TIME**

Pursuant to KRS 324B.060, I, Tracy Carroll, Executive Director for the Kentucky Real Estate Authority (KREA) and Division of Real Property Boards have reviewed and Approved the expenditures for the meeting of the Kentucky Board of Home Inspectors (the Board) held on April 22, 2025. This Approval is based upon my review of the expenditures as described in the minutes and in greater detail as on file with the KREA. I did not review, nor did I participate in discussions, deliberations, or decisions regarding the actions taken by the Commission at this meeting related to individual disciplinary matters, investigations, or applicant reviews.

The Commission approved the minutes of its meeting at its meeting held on May 20, 2025

Tracy Carroll

Date: 6/27/2025